

Job Description  
*Missouri State Highway Patrol*

Class Title: Personnel Analyst I

Title Code: V00231

Effective Date: 05/21/96

Date Reviewed: 05/01/07 # 34

Date Revised: 05/01/07

**Immediate Supervisor:** Special Assistant

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority. Working overtime may be necessary on occasion.

POSITION SUMMARY

This is entry-level professional personnel work of moderate technical difficulty, assisting in the personnel activities of the Missouri State Highway Patrol. An employee of this class performs a variety of specialized work in the personnel field. The employee must exercise some independent judgment and discretion in contacts with Patrol employees, the general public and personnel from state agencies and private organizations. Work is subject to close supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Coordinates job postings and selection processes for vacant civilian, uniform civilian, and uniform positions to include posting vacant position(s), selecting applicants for interview, securing oral board members, preparing interview questions, distributing board packets, tabulating oral board scores and written examinations, preparing final score sheet; contacts division director or commanding officer on selection process results, notifies successful and unsuccessful applicants.

Reviews Personnel Action Requests (i.e. hires, transfers, promotions, reclassifications, suspensions, etc.) to determine whether the proposed salary conforms to established policy guidelines; reviews appropriate pay data of comparable employees and their related work experience and education to make recommendations concerning the salary step recommended; reviews submitted justification for adherence to established policies and procedures.

Assists in conducting job classification/reclassification and salary studies on existing Patrol employees throughout the state; reviews job task analysis questionnaires, and the troop commander and division director's documentation for the requested action; performs desk audit of employee(s) to ensure accurate classification and research of related duties within other agencies; and submits draft recommendations on the appropriate classification and pay on such positions.

Prepares written job descriptions detailing the essential characteristics of a class of positions; revises current job descriptions and creates new descriptions as a result of a job reclassification, allocation of a new position by the legislature, etc.; requests information from divisions and troops to ensure descriptions remain accurate.

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Assists in conducting pay surveys on appropriate agencies; develops the appropriate survey instruments, determines the appropriate parties to be surveyed; calculates the cost impact of the proposed pay adjustments; and makes recommendations on the appropriate pay range.

Maintains job announcements on the Patrol's websites.

Conducts new employee orientation.

Coordinates the Student Internship Program.

Researches and responds to routine internal and external requests; assembles necessary attachments and/or conducts research necessary to properly respond to request.

Processes requests for tuition reimbursement by reviewing for job relatedness and forwards to the appropriate authority.

Maintains all division and troop FTE and organizational charts and databases; prepares associated reports as necessary.

Processes all claims for unemployment compensation; attends unemployment hearings, as necessary.

Composes correspondence to various HR related activities.

Assists with the review and revision of forms, policies, fiscal notes, etc.; assists with providing training related to policies and procedures.

Assists in the analysis and preparation of reports such as turnover rates, unemployment insurance, current vacancies, etc.

Performs job-related travel to conduct employee testing, salary and/or classification studies, and training as needed.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of the general principles of public personnel administration, including knowledge of the methods and techniques of examination, job classification, and employment law.

Knowledge of current developments in the personnel field.

Knowledge of applicable statistical concepts and methods.

Knowledge of personal computers and software (e.g., Microsoft Word, Excel, Lotus Notes, Internet, PowerPoint, SAM II HR, etc.).

Knowledge of job classification and analysis procedures.

Ability to establish and maintain harmonious working relationships with others.

Ability to handle restricted and confidential information in a professional manner and maintain the confidentiality of such information.

Ability to communicate in English clearly and concisely, both orally and in writing.

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Ability to process assignments associated with filling vacancies as detailed in the description of duties.

Ability to complete statistical reports reference salary studies, etc.

Ability to clearly and concisely write letters, reports and job descriptions.

Ability to deal with a large amount of work within predetermined deadlines by prioritizing and organizing work.

Ability to deal effectively with stressful and adverse situations.

Ability to learn patrol policies and procedures.

Ability to provide assistance to individuals within and outside the organization.

Ability to research a wide variety of topics and prepare reports of same.

Ability to conduct presentations, training programs and workshops.

Ability to coordinate assignments with individuals within and outside the Patrol.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to perform job-related travel as needed.

Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a four-year degree in Human Resource Management, Personnel Administration, Public Administration, Business Administration, or related field (comparable work experience in a public or private personnel office may be substituted on a year-for-year basis for the required education).